# ADD A STUDENT OR REMOVE A STUDENT FROM A WAITLIST

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#### **REVISION HISTORY**

Version	Date	Name	Description
2	9/9/2016	Kari	Updates to pages 4-5
3	5/4/2017	Jason	Update to add reserved seating
	8/27/18	Jason and Wendy	Banner 9

#### INTRODUCTION AND PURPOSE

The waitlist is a feature departments utilize to automatically manage student enrollment when a course is at capacity. The department offering the course will determine if they will offer a waitlist and how many students are allowed on the waitlist during course scheduling.

If a student is enrolled in a waitlist and a seat becomes available, Banner will send an e-mail to their UCR e-mail account and the student must take an action by the deadline stated in the e-mail.

This guide will demonstrate how to:

- Add a Student to a Waitlist
- Remove a Student From a Waitlist

#### RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office.

The departments and colleges were consulted and the following agreements were established:

- 1. Allow students 24 hours to respond to available seats.
- 2. Students will not be able to waitlist another section of a course the student is already enrolled in.
- 3. Students will be able to waitlist courses with which they have time conflicts.
- 4. Linked courses will not require all sections at the time of waitlisting, but will require all sections at the point of enrollment.
- 5. The waitlist will be on the smallest section of the linked courses only, such as the discussion section in a lecture/discussion pair.
- 6. Waitlisted units are not part of the maximum units.
- 7. If a section has reserved seats, the waitlist corresponds to the type of seats, reserved or general population.

### IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. College Offices
- 2. Academic Departments (Enrollment Managers)
- 3. Registrar's Office
- 4. Graduate Division of Academic Affairs

# **BEFORE YOU BEGIN**

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

#### **PAGES**

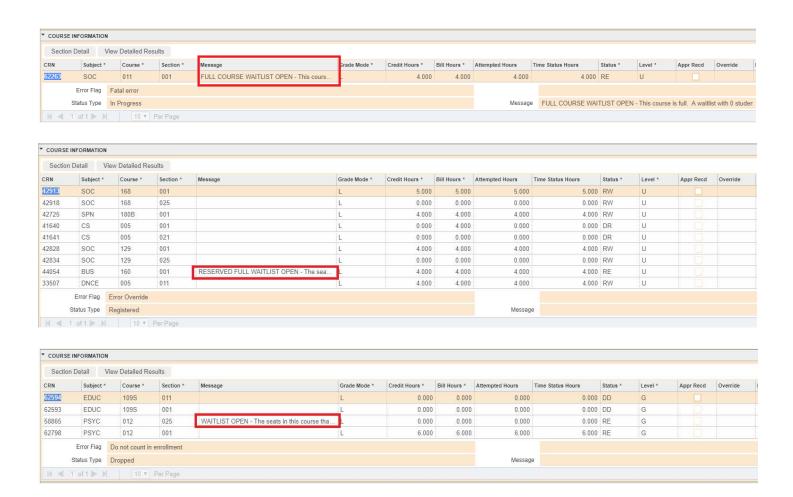
The pages listed below are covered in this training.

Page	Page Name	Description
		Provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts
SFAREGS	Student Course Registration	Receivable module.

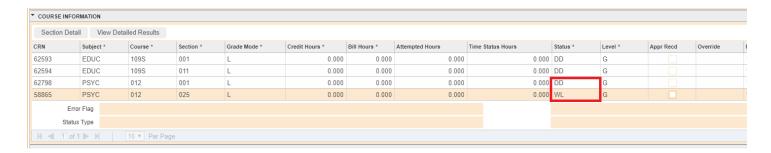
#### **PROCEDURES**

#### ADD A STUDENT TO THE WAITLIST

- 1. If you add a student to a course using RE and receive the message below, the course is full/closed.
  - a. A message will appear indicating the course is **full/closed** and there is a waitlist available. Keep in mind that a waitlist may be available for reserved seats, unreserved seats, or both. Banner will notify the user that a waitlist is available if the student meets the criteria for that waitlist. For example, a student who meets reserved seat criteria cannot be on the waitlist for an unreserved seat.



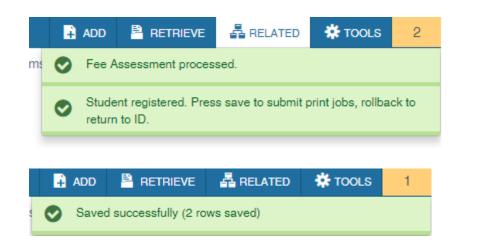
- 2. The **WL** is on the **secondary (discussion or lab) section** only. If there is more than one secondary section, the WL is on the smallest section.
  - a. Change the **Status** of the full/closed course to **WL**. If you have attempted to enroll the student in a course with more than one linked activity, navigate to the **lecture** and change the **Status** to **DD** (drop) while leaving the **lab or discussion** as **WL**.
  - b. Tip: The secondary activities such as discussions or labs will have 0 credit hours, therefore, can easily be distinguished from the lecture.



3. For any courses you changed the Status to DD, highlight the row and select Delete.

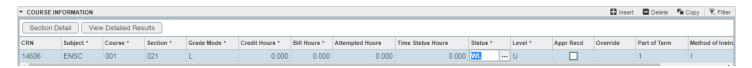


4. Save twice.

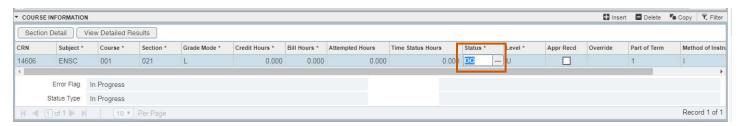


#### REMOVE A STUDENT FROM A WAITLIST

- 1. Go to **SFAREGS**.
- 2. Enter the **Term** and the **SID**.
- 3. **Next Section** so you are navigating in the **Course Information**.
  - a. If the student has a registration hold, you will get an error message and the student will have to resolve the hold before registration changes can be made.
- 4. Navigate to the waitlisted course, and then press tab until you arrive at Status.



5. Replace WL with DC and press Tab.



6. Save twice.



# FINAL QUIZ

- 1. Waitlists will be on the smallest of the linked sections (activities of a course). TRUE
- 2. Students must take action when they receive their waitlist email or else the system will manually enroll them into the course. FALSE
  - a. Banner does not manually enroll the student. When the student receives the waitlist email they must log in to registration and enroll themselves into the course before their 24 hour time period expires. If their 24 hours expire the system will drop them from the waitlist and they will not be enrolled.
- 3. To place a student on the waitlist what enrollment code would you use?
  - a. RE
  - b. DC
  - c. WL
- i. Answer: C